



HIWASSEE COLLEGE

Associate Director of Institutional Effectiveness

Reports to Vice President of Academic Affairs

This position provides support, guidance, and direction to academic programs, administrative and support units in defining outcomes, assessing these outcomes, and using the results to guide future planning and decision making. Position provides leadership for the systematic documentation of the institutional planning and effectiveness of the academic, administrative, and student support units and generates an annual assessment report on the status of the College's institutional planning and effectiveness agenda.

Maintains current knowledge of trends and developments in all relevant fields under scope of authority and provides overall leadership and vision for the direction of division within the broad context of the College's mission, College-wide goals, initiatives, district administration, and the strategic plan. Provides leadership and support across Hiwassee College to plan and implement efforts through the use of data, and grounded in the mission, goals, and values of the College. Collaborates extensively with all campuses and other College divisions, represents the College in various civic, community and professional organizations at the local, state, and national level as required, and provides executive leadership, maintains the highest standard of ethics and exhibits the behavior and characteristics as defined in the employee development master plan and College's vision statement in the performance of his/her duties.

Minimum Education:

- Master's degree required. Doctorate degree preferred.

Minimum Experience/Training:

- Five or more years of relevant business experience, including five years in management/leadership preferably in a higher educational setting as well as demonstrated competence in strategic planning and institutional effectiveness. Demonstrated understanding of the mission, role and function of higher education in general and of

community Colleges in particular. Important to the College will be a personal commitment to attracting, developing, and retaining a diverse and high-quality professional and support staff in the Office of Institutional Planning and Effectiveness.

- Teaching experience preferred.

Hiwassee College does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in education programs or employment activities, nor does the college discriminate against qualified handicapped, disabled persons or any other protected characteristic.